



**NOTICE OF CLAIM AGAINST
CITY OF SAN ANTONIO**

PERSONAL INJURY-PROPERTY DAMAGE

FILE THIS CLAIM FOR AN INJURY OR PROPERTY DAMAGE WITH:

**CITY OF SAN ANTONIO
CITY CLERK'S OFFICE
P.O. BOX 839966
SAN ANTONIO, TEXAS 78283-3966
FAX: (210) 207-7032**

**DO NOT WRITE IN THIS SPACE
DATE STAMP HERE:**

CITY CLERK'S OFFICE USE ONLY

(Please Print or Type)

Claimant Name: _____ Telephone No.: Home () _____

Work () _____

Mailing Address: _____
City State Zip

If known, the TOTAL amount of your claim against the CITY OF SAN ANTONIO is: \$ _____

Describe in your own words where, when, and how the damage or injury occurred. Attach additional pages if necessary. Give names and addresses of others involved and/or witnesses, if known.

LOCATION (Please be specific): _____

DATE OF LOSS: _____ APPROXIMATE TIME: _____ (A.M.) (P.M.)

POLICE CASE NUMBER (if known): _____

DESCRIPTION OF HOW DAMAGE OR INJURY OCCURRED: _____

(Please complete both sides of this form)

DESCRIPTION OF INJURY OR PROPERTY DAMAGE (Attach good copies of all medical reports, medical bills and/or estimates of damages regarding this loss.):

The foregoing is true and correct to the best of my knowledge.

Claimant's Signature

Date

Section 150 - Liability of the City and Limitations Thereon:

“Before the City shall be liable for damages for the death or personal injuries of any person or for damage to or destruction of property of any kind, the person injured, if living, or his representatives, if dead, or the owner of the property injured or destroyed, shall give the City Manager or the City Clerk notice in writing of such death, injury, or destruction within ninety (90) days after same has been sustained, stating in such written notice when, where, and how the death, injury or destruction occurred, and the apparent extent of such injury, and the amount of damages sustained, provided, however, that in no event shall the City be liable in damages to anyone on account of any defect in, obstruction, on or anything else in connection with any sidewalk in the City, and provided further, that in order to hold the City liable in damages to anyone on account of any injury caused by any defect in, obstruction on, or anything else in connection with any street, alley, or plaza, bridge, riverbank, water course, or any public way, it must be shown that the City Manager, a member of the Council or some person having superintendence or control of the work for the City, had actual knowledge or actual notice of such defect, obstruction or other thing for a sufficient length of time before such injury was received, to have remedied or guarded against such condition of the street, alley or plaza before the injury was received.”

NOTE: Once your claim is received, it will be investigated by the appropriate department(s). When their investigation is completed, your claim will be forwarded to our claims service for handling. Should you have any questions regarding your claim, please contact:

**RISK MANAGEMENT DIVISION/LIABILITY SECTION
CITY OF SAN ANTONIO
P.O. BOX 839966
SAN ANTONIO, TEXAS 78283-3966
(210) 207-2015**